

LATE PAYMENT NOTICE

Invoice #: [00000]
Date Issued: [MM/DD/YYYY]

[Property Management Company Name]
[Street Address]
[City, State, Zip]
[Phone Number]

TENANT INFORMATION

[Tenant Name]
[Property Address]
[Unit Number]
[City, State, Zip]

STATUS
OVERDUE

ORIGINAL DUE DATE
[MM/DD/YYYY]

Statement: Our records indicate that your account is currently past due. Please remit payment immediately to avoid further late fees or legal action.

Description	Billing Period	Amount
Monthly Rent	[Month, Year]	\$0.00
Late Fee Applied	-	\$0.00

Description	Billing Period	Amount
Utility Charges (Shared/Specific)	[Dates]	\$0.00
Other Charges: [Specify]	-	\$0.00
Total Outstanding Balance:		\$0.00

PAYMENT INSTRUCTIONS

Please make checks payable to **[Payee Name]**.
Online payments can be made through the tenant portal at: [URL]

If you have already sent your payment, please disregard this notice. If you have questions regarding this balance, please contact the Management Office at [Phone Number] or [Email Address].